




**City of Milpitas
Building and Safety Department**

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Reactivating Permits to “Close Out”

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| Policy: | BDP-BG01 |
| Effective Date: | 3/15/2002 |
| Proposed by: | LS |
| Last Reviewed/ Revised: | 10/17/11 |
| Revised by: | |
| Approved By: Gary King Acting Chief Building Official  | |

Policy for Reactivating Permits to “Close Out”

The following procedure will be used and appropriate fees collected when reactivating a permit to “Close Out” a project.

- 1) If all inspections up to sheet rock (including rough electrical and/or rough plumbing) have been passed, a two-hour standard inspection fee and one re-issuance fee for electrical, mechanical and plumbing permits are required. When fees are paid a final inspection will be scheduled.
- 2) If the frame or rough electrical or rough plumbing inspection has not been passed, and the work has not been suspended or abandoned exceeding 360 days, half of the original permit fee shall be collected per Section II-1-19.04 of the City of Milpitas Municipal Code. If the suspension or abandonment exceeds 360 days, the fees shall be that required for a new permit. Note that this may also require a new plan check fee and review.
- 3) Field Inspectors shall determine if any portion of the un-inspected work is to be exposed in order to make the proper inspection.